

FACULTY BYLAWS
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
PAUL L. FOSTER SCHOOL OF MEDICINE

Article I
THE FACULTY

A. Membership

1. The Paul L. Foster School of Medicine Faculty shall consist of the Dean; other designated Administrative Officers, and all tenured and non-tenured Professors, Associate Professors, Assistant Professors, Instructors, Lecturers, and Faculty Associates. These titles may be qualified by such designations as Clinical, Research, Visiting, Adjunct, and/or Emeritus. Voluntary and part-time faculty must have the above titles as well.
2. Members of the Paul L. Foster School of Medicine Faculty who are eligible to vote (the Voting Faculty) shall include all faculty members with at least a 50% FTE appointment.
3. Questions of eligibility for voting shall be settled by the Presiding Officer of the Paul L. Foster School of Medicine Faculty.

B. Responsibilities

Subject to the policies and procedures of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) and the Texas Tech University System Board of Regents, and subject to their approval, the Faculty shall define and implement the mission and goals of the Paul L. Foster School of Medicine and shall have the responsibility for review of and final actions for the following:

1. Definition and delivery of the content of the curriculum and objectives of the educational program.
2. Establishment of criteria and procedures for student admission, promotion, and honors.
3. Selection of students to be admitted for medical study.
4. Approval of candidates for the academic degrees granted by the Paul L. Foster School of Medicine.
5. Dissemination of policies and procedures for faculty appointment, tenure, promotion, faculty development leave, and dismissal.

6. Consideration and resolution of matters referred to it by the Dean, the Academic Council, Faculty Council, and/or Committees of the School of Medicine.

C. Meetings

1. The Paul L. Foster School of Medicine Voting Faculty shall meet semi-annually, or as often as necessary, at a time and place determined and announced by the Dean or other presiding officer.
2. The Dean of the Paul L. Foster School of Medicine shall be the presiding officer. In the Dean's absence, or when the presiding officer requests, or when the presiding officer wishes to speak from the floor, the vice-presiding officer shall preside.
3. The Vice-Presiding Officer shall be the President of the Faculty Council.
4. Minutes of all meetings shall be recorded and distributed to the faculty no less than five (5) days prior to the next scheduled meeting.
5. Meetings shall be conducted in accordance with Roberts' Rules of Order, except as modified by majority vote of the Faculty.
6. Thirty percent (30%) of the voting membership shall comprise a quorum for business.
7. An agenda for each meeting shall be prepared and distributed to the faculty no less than five (5) working days before the scheduled meeting.
8. Special meetings of the faculty may be convened by the presiding officer at his/her discretion or by the written petition of ten percent (10%) of the voting members of the faculty.

**Article II
DEPARTMENTS, CENTERS, AND DIVISIONS**

A. Organization

1. The Faculty of the Paul L. Foster School of Medicine shall be organized into Departments. Subject to the policies and procedures of the Texas Tech University Health Sciences Center El Paso and the Texas Tech University System Board of Regents, Departments shall be established or dissolved upon the recommendation of the Dean and the Academic Council.

2. Independent Centers may be established within the Paul L. Foster School of Medicine in accordance with Texas Tech University Health Sciences Center El Paso Operating Procedures (TTUHSC EP OP) 01.02, upon recommendation of the Dean and approval of the President. Such a Center is a group of faculty and associates, formally recognized and approved by Texas Tech University Health Sciences Center El Paso, joined together in a multidisciplinary and/or interdisciplinary fashion to pursue research, education, and/or outreach that requires the input from disciplines within the Paul L. Foster School of Medicine. Centers typically will be funded by appropriations, grants, or contracts, for which administrative and fiscal control is assigned to the Center Director who reports to the Dean or his/her designee. The goals, procedure for consideration of formation, governance, review and discontinuation of independent centers shall be in accordance with the TTUHSC EP OP 01.02.

A Paul L. Foster School of Medicine Center shall not be the tenure home for participating faculty; rather, Centers are umbrella organizations to draw upon faculty expertise from multiple disciplinary homes/locations of the respective faculty members. The contribution of faculty to a Center should be recognized by the chair of the department of their principal appointment, and the administration should recognize the resulting contribution made by that department.

3. Divisions within a Department may be established by the Chair of that Department, following consultation with the faculty members within that Department, and with the concurrence of the Dean. The Administrative Officer for such a departmental division will be designated as the Chief of the named Division and will report to the Chair.

B. Administration

1. Reporting directly to the Dean of the Paul L. Foster School of Medicine, the Chair of each Department shall be the chief Administrative Officer of their respective academic units and shall assume the following responsibilities:
 - a. Recommend appointments within his/her academic unit.
 - b. Appoint Resident Physician Trainees, Fellows, Postdoctoral Associates, and Research Associates, as appropriate, within his/her academic unit, subject to the approval of the Dean.
 - c. Supervise activities of the respective departments.
 - d. Make an independent tenure or promotion recommendation in writing to the Dean in accordance with TTUHSC EP OP 60.01.

- e. Encourage and promote the professional development of faculty and staff.
 - f. Administer a program of instruction that is in compliance with accrediting bodies.
 - g. Discharge delegated responsibilities from the Dean.
 - h. Further the mission and objectives of the Paul L. Foster School of Medicine by engaging in and encouraging professional activities in support of the educational and research missions.
 - i. Develop and manage the annual budget of their respective academic units.
 - j. Assign or re-assign space allocated to their respective academic units.
 - k. Serve on Paul L. Foster School of Medicine and institutional committees (standing and *ad hoc*) if eligible.
 - l. Communicate to members of his/her academic unit rules and regulations regarding the administration of the unit and to implement policies and procedures of the Paul L. Foster School of Medicine and the Texas Tech University Health Sciences Center El Paso.
 - m. The Department Chair shall have annual performance conferences with their Deans to whom they report.
 - n. Perform such other administrative duties as shall from time to time be required.
2. Department Chairs make nominations and other recommendations on faculty promotions and/or tenure directly to the Committee on Faculty Appointments, Promotion, and Tenure, and Comprehensive Performance Evaluation.
 3. Each Chief Administrative Officer shall hold meetings of the academic unit at least quarterly. At these meetings, the Chief Administrative Officer shall seek the advice and counsel of the faculty of the academic unit in regard to the affairs of the academic unit, the Paul L. Foster School of Medicine, and the Texas Tech University Health Sciences Center El Paso. Minutes of these meetings shall be kept and published in a timely fashion for distribution to the Faculty of the academic unit.

4. Each Chief Administrative Officer shall be responsible for the documentation of an annual review of the academic unit's goals, objectives and outcome measures relative to teaching, research and service functions as well as the professional development of faculty and staff to ensure optimal performance by the academic unit.
5. The appointments of Chair of a Department, Director of a Center, or other administrative assignment within the Paul L. Foster School of Medicine do not confer tenure, and insofar as their administrative duties apply, the individuals serve at the discretion of the Dean. Administrative positions may be terminated without cause at any time and continuation is at the pleasure of the Dean.
6. Heads of academic units shall be appointed at the discretion of the Dean as appropriate.
 - a. Center Directors shall be reviewed in accordance with TTUHSC EP OP 01.02.
 - b. During every fifth year of Department Chair's appointment, an internal review of the Department will be conducted by an *ad hoc* committee appointed by the Dean or his/her designee. During the review process, the faculty will have the opportunity to discuss the leadership skills and capacity of the Chair based on objectively derived criteria and supported by documented achievement of specified performance measures. The internal review committee will report their findings and make recommendations to the Dean. If necessary, the internal review committee may recommend to the Dean that an external review be conducted as well.

C. Review

Ad hoc committees appointed by and reporting to the Dean shall conduct a review of Departments under the following circumstances:

1. When the leader of an academic unit steps down, a departmental review will be initiated in order to provide candidates and the new leader with appropriate information about the state of the academic unit.
2. If an academic unit is having administrative, educational, or financial problems, a review may be initiated at the discretion of the Dean.

Ad hoc committees will provide recommendations for improving the academic units, and the heads of the academic units will report on the progress made in achieving those recommendations in their annual reports to the Dean. Reports generated shall be made available to Department faculty.

**Article III
EXTERNAL ACADEMIC APPOINTMENTS**

Faculty members of the Paul L. Foster School of Medicine may hold an academic appointment at another educational institution. These appointments will be consistent with the Bylaws of that institution, and the appointed faculty members will assume privileges and responsibilities as described in those Bylaws.

**Article IV
FACULTY COUNCIL**

A. Membership

Members of the Faculty Council shall consist of:

1. One representative from each Department, elected by majority vote of members of that department. It is strongly recommended that representatives serve no more than three consecutive terms. Each representative may name an alternate who may vote in the representative's place.
2. Those eligible for election are members of the Voting Faculty who have completed two (2) years' service at Texas Tech University Health Sciences Center El Paso, Paul L. Foster School of Medicine.
3. Terms for the Faculty Council representatives shall be for a period of two (2) years with half of the members being elected each year at the start of the academic year.
4. Neither Chief Administrative Officers of academic units nor Administrative Officers appointed by the Dean are eligible to serve in the Faculty Council.
5. The Associate Dean for Faculty Affairs shall have a non-voting position in the Faculty Council.

A representative elected by the physicians in the community through the El Paso County Medical Society shall be an ex officio (non-voting) member. The representative must have a current faculty appointment at Texas Tech University Health Sciences Center El Paso, Paul L. Foster School of Medicine.

B. Conduct of business

1. The elected officers of the Faculty Council shall be: Past-President, President, and President-Elect. The terms for each office will be one (1) year. A new President-Elect will be elected by the voting members of the Faculty Council

during the second quarter of each year. S/he will assume the duties of that office in September of that year and then the positions of President and Past-President in the subsequent two (2) years. Elected officers will not be subject to the two (2)-year term limit for departmental representatives while in office.

2. The President of the Faculty Council shall be the presiding officer of meetings of the Faculty Council. The President-Elect shall preside in the absence of the President.
3. Minutes shall be kept of all meetings of the Faculty Council and will be posted online with password protection.
4. A quorum shall consist of one-half (1/2) of the Faculty Council's voting members.
5. The Faculty Council shall meet at least quarterly or more frequently, whenever called by the Council President or a majority of the voting members of the Council.
6. Meetings are mandatory for elected Council members. Members of the Voting Faculty may attend.
7. Two (2) unexcused absences without delegation of the representative's appointed alternate will be grounds for dismissal from the Faculty Council and the nomination and election of a new representative by the affected department.

C. Responsibilities

The Faculty Council, serves as the forum for presenting, discussing, considering and making recommendations about faculty-related and/or education-related issues. Issues that cannot be resolved by the Faculty Council will be referred to the Voting Faculty if they relate to the responsibilities of the Faculty (as stated in Article I.B.); other issues will be referred to the Academic Council.

The Faculty Council shall have the responsibility for review of and final actions for the following:

1. Consideration of other matters referred to it by the Dean, the Academic Council, Committees of the Paul L. Foster School of Medicine, and/or individual faculty members.
2. Providing the Dean with recommendations and nominations for positions on Standing Committees in accordance with the provisions stated in Article IX, C. and in compliance with federal statutes, TTUHSC EP OP's and Texas Tech University System Board of Regents.

3. Review and acceptance or rejection of recommendations made by Standing Committees.
4. Reporting to the Academic Council on the activities of Standing Committees related to Faculty responsibilities.
5. Appointment of *ad hoc* committees to address Faculty and Faculty Council responsibilities.
6. Selection of faculty representatives for the Academic Council.
7. Selection of three (3) faculty members, in addition to the President and President-Elect of the Faculty Council, who will represent the Paul L. Foster School of Medicine in the Texas Tech University Health Sciences Center El Paso Faculty Senate.

Article V DEAN'S COUNCIL

A. Membership

1. The voting members of the Dean's Council shall consist of:
 - a. The Dean
 - b. Administrative Officers appointed by the Dean
 - c. Chair of each established Department
 - d. President of Faculty Council
2. At the discretion of the Dean, other individuals may be invited to attend meetings or portions thereof when the agenda would make such attendance appropriate. Such persons shall not have voting power.

B. Conduct of business

1. The Dean shall be the presiding officer of meetings of the Dean's Council. A member designated by the Dean shall preside in the absence of the Dean.
2. Minutes shall be kept of all meetings of the Dean's Council and a meeting summary shall be available for faculty information.
3. A quorum shall consist of one-half (1/2) of the Dean's Council voting members.

4. The Dean's Council shall meet at least quarterly or more frequently whenever called by the Dean or a majority of the voting members of the Dean's Council.

C. Responsibilities

Reporting to the Academic Council, the Dean's Council shall:

1. Participate by discussion, studies, advice, and counsel in the formulation of policies of the Paul L. Foster School of Medicine.
2. Appoint members who will coordinate with appropriate committees appointed by Academic Council.
3. Consider other matters referred to it by the Dean, the Academic Council, Faculty Council, Committees of the Paul L. Foster School of Medicine, and/or individual faculty member.
4. Form *ad hoc* committees to address Dean's Council responsibilities.

**Article VI
THE ACADEMIC COUNCIL**

A. Membership

The ten (10) members of the Academic Council shall be:

1. The Dean
2. Four (4) members of the Dean's Council appointed by the Dean
3. The President and President-Elect of the Faculty Council
4. Three (3) additional faculty members elected by the Faculty Council. The five (5) faculty representatives should reflect the ratio of clinical to basic science faculty and include at least one basic science faculty member.
5. Those eligible for election are faculty who has completed two (2) years of service at Paul L. Foster School of Medicine.
6. Terms for the Academic Council representatives shall be for a period of two (2) years and will be staggered.

B. Conduct of business

1. The Dean shall be the presiding officer of meetings of the Academic Council. The President of the Faculty Council shall preside in the absence of the Dean.
2. Minutes shall be kept of all meetings of the Academic Council.
3. A quorum shall consist of one-half (1/2) of the Academic Council's voting members.
4. The Academic Council shall meet at least quarterly or more frequently, whenever called by the Dean or a majority of the voting members of the Academic Council.

C. Responsibilities

The Academic Council is the central body for communication between the administration and the faculty. It will receive information from both the Dean's Council and the Faculty Council and will facilitate the dissemination of information to all. The Academic Council shall have responsibility for:

1. Consideration of matters referred to it by the Dean, Dean's Council, Faculty Council, or Committees of the Paul L. Foster School of Medicine. The Academic Council may arbitrate or facilitate if desired, or may appoint an *ad hoc* committee to review and make recommendations.
2. Providing the Dean with recommendations and nominations for positions of committees reporting to Academic Council in accordance with the provisions stated in Article IX, C. and in compliance with federal statutes, TTUHSC EP OP's and Texas Tech University System Board of Regents.
3. Reviewing and accepting or rejecting recommendations made by Standing Committees.
4. Reporting to the Faculty Council and Dean's Council about the activities of the above-described Standing Committees.
5. Appointment of *ad hoc* committees to fulfill the above responsibilities of the Academic Council.

Article VII THE DEAN

A. Selection and appointment

The Dean of the Paul L. Foster School of Medicine should be recognized as a leader in medical education and possess excellent academic credentials and excellent communication and interpersonal skills. The Dean is appointed by the President of the

Texas Tech University Health Sciences Center El Paso in accordance with TTUHSC EP OP 10.14.

B. Responsibilities

Reporting directly to the President, the Dean, as the chief executive officer of the Paul L. Foster School of Medicine, shall assume and discharge the following responsibilities:

1. Develop, supervise and operate the academic, research, and clinical programs of the Paul L. Foster School of Medicine.
2. Establish and administer degree requirements.
3. Develop and periodically review policies, and enforce all rules and regulations of the Paul L. Foster School of Medicine.
4. Maintain effective communication among the Texas Tech University System Board of Regents, the Texas Tech University Health Sciences Center El Paso, and faculty, staff, trainees, and students of the Paul L. Foster School of Medicine.
5. Appoint faculty to the Paul L. Foster School of Medicine upon recommendation from the Committee on Faculty Appointments, Promotion, Tenure and Comprehensive Performance Appraisal (CFAPTA).
6. Review and recommend appropriate action to the President of Texas Tech University Health Sciences Center El Paso promotions forwarded by the CFAPTA in accordance with TTUHSC EP OP 60.01
7. Prepare the annual budget and to be responsible for the financial affairs of the Paul L. Foster School of Medicine.
8. Allocate all available space owned or controlled for the use of the academic units and administrative offices of the Paul L. Foster School of Medicine.
9. Serve as the official spokesperson concerning the affairs of the Paul L. Foster School of Medicine.
10. Appoint Department Chairs in accordance with TTUHSC EP OP 10.14.
11. Based on recommendations and nominations made by the Faculty Council and Academic Council, appoint members of Standing Committees.
12. Create, reorganize, and dissolve departments and other administrative units of the Paul L. Foster School of Medicine with recommendation of the Academic Council.

13. Perform such other duties as shall be delegated to the Dean by the President of the Texas Tech University Health Sciences Center El Paso or by the Texas Tech University System Board of Regents.
14. Implement Texas Tech University Health Sciences Center El Paso's diversity goals.
15. Serve as a member of the President's Executive Committee.
16. Provide leadership in developing programs that will strengthen the Paul L. Foster School of Medicine's educational, research, and professional service missions.

In discharging these responsibilities, the Dean may seek advice and counsel from members of the faculty or from such advisory committees as are established. In the absence of the Dean, his or her designee shall serve in his or her stead.

C. Administrative Officers

The Dean may appoint Administrative Officers to assist in the operation of the Office of the Dean. These individuals should have defined responsibilities for a specific administrative element and hold the title of Vice, Associate or Assistant Dean for that administrative element in accordance with TTUHSC EP OP 10.14. In some instances the Dean may appoint an individual to discharge a specific administrative responsibility. Such individuals will be designated by an appropriate administrative title. Individuals appointed to these administrative positions shall serve at the pleasure of the Dean and without tenure for their administrative position.

Article VIII APPOINTMENTS

A. Faculty

1. Categories

Academic ranks for faculty appointments shall be those recognized in the Texas Tech University Health Sciences Center El Paso OP 60.01 for non-tenure track series and for tenure track series.

2. Recruitment and appointment

- a. Faculty members will be recruited by the appropriate Administrative Officer with the concurrence of that officer's immediate supervisor. It is the responsibility of the recruiting Administrative Officer to provide the necessary financial assurances and obtain the required approvals.

- b. Recruitment of faculty members will be consistent with the policies of the Texas Tech University Health Sciences Center El Paso concerning recruitment procedures as described in TTUHSC EP OP 60.09 and departmental policies.
- c. The credentials and the proposed academic rank of a potential faculty member must be approved by the Committee on Faculty Appointments, Promotion, Tenure, and Comprehensive Performance Appraisal (CFAPTA), before a formal offer can be tendered.
- d. Upon recommendation by the CFAPTA, the Dean shall tender the formal offer of appointment.
- e. Faculty from other academic institutions may be appointed as adjunct faculty subject to standard faculty appointment criteria.

3. Voting privileges

- a. Members of the Voting Faculty shall be entitled to vote in all matters, except those concerning promotion and tenure, presented for consideration within that member's designated academic unit or by the Faculty, respectively.
- b. Voting for recommendation of tenure or promotion shall be in accordance with the procedures outlined in the TTUHSC EP OP 60.01.

4. Responsibilities

The individual Faculty member has obligations that encompass the various components of an academician. These include the following responsibilities:

- a. Maintaining competency in his/her field of specialization.
- b. Promoting the acquisition and dissemination of new knowledge through teaching, research, clinical care, and service.
- c. Maintaining professional conduct in all of the elements of academic life by adhering to the Paul L. Foster School of Medicine Declaration of Faculty Professional Responsibility.
- d. Maintaining respect for students and trainees and their respective rights in the learning experience.

- e. Respecting the rights and privileges of all persons encountered in research and patient care.
- f. Serving on Paul L. Foster School of Medicine standing or *ad-hoc* committees.

5. Promotion and Tenure

- a. Procedure for review of qualifications for tenure and promotion shall be in accordance with the procedures outlined in the TTUHSC EP OP 60.01.
- b. Candidates for tenure and promotion shall be encouraged by the Department Chair to utilize the pre-promotion and pre-tenure review process to help identify strengths and limitations that might impact their advancement of academic rank or achieving tenure status.

6. Comprehensive performance evaluation of tenured faculty

The comprehensive performance evaluation of tenured faculty of the Paul L. Foster School of Medicine shall be in accordance with the provisions set forth in the Texas Education Code §51.942(d), the Texas Tech University System Board of Regents' Rules Section 04.03 and the Texas Tech University Health Sciences Center El Paso OP 60.03 and its attachment A.

7. Faculty Development Leave

The Faculty of the Paul L. Foster School of Medicine shall follow the TTUHSC EP OP 60.02 with respect to faculty development leave of absence. Faculty development leave (sabbatical) is granted by the Texas Tech University System Board of Regents for study, research, writing, field observations, or other suitable purposes under conditions allowable by the State of Texas. Application for leave of absence should be submitted to the Faculty Development Leave Committee, an *ad hoc* committee appointed by the Chair of the Committee on Faculty Appointment, Tenure and Promotion, and Comprehensive Performance Evaluation, for recommendation to the Dean and subsequent ratification in accordance with TTUHSC EP OP 60.02.

8. Retirement and appointment to *emeritus* status

- a. Retirement from the Faculty of the Paul L. Foster School of Medicine is subject to the regulations of the Texas Tech University Health Sciences Center El Paso, described in TTUHSC EP OP 70.02.

- b. Appointment as an *emeritus* faculty member may be conferred at full retirement for those members of the faculty with senior academic rank as recognition for long and faithful service, or for very distinguished service to the institution. The Paul L. Foster School of Medicine shall follow the procedures and policies described in the Texas Tech University System Board of Regents' Rules Section 04.01.2 and in TTUHSC EP OP 10.12.

9. Designation as a Murray Distinguished Professor

The Grover E. Murray Professorship has been established by the Texas Tech University System Board of Regents as the highest honor that is granted to professors in recognition of the attainment of national and/or international distinction for outstanding teaching, research or other scholarly achievement. Nomination and selection of awardees shall follow procedures described in the Texas Tech University System Board of Regents' Rules 04.01.1.

10. Appeals of academic administrative actions

The Paul L. Foster School of Medicine endorses the concept of Due Process. When there are matters of disagreement between a Faculty member and his/her administrative supervisor, or if a Faculty member disputes an administrative action, every effort should be made to resolve the matter through discussion. In the event that such remedy fails, the Paul L. Foster School of Medicine shall have a mechanism to resolve these grievances. The process shall be in writing and made available to individual faculty members in the Faculty Handbook. The process shall also follow the guidelines established in the TTUHSC EP OP 60.10.

B. Administrative Officers

1. Designation

Administrative Officers shall include those individuals and positions described in these Bylaws, Article II.B and Article VII.C. Such Administrative Officers shall be granted a title that is descriptive of their position and administrative seniority.

2. Selection and appointment

- a. Administrative Officers shall be selected by a process that is in compliance with the Texas Tech University System Board of Regents' Rules and the Texas Tech University Health Sciences Center El Paso Operating Policies.

- b. Appointment as an Administrative Officer is at the pleasure of the Dean and does not imply or confer tenure of such an administrative position.

3. Responsibilities

As members of the Voting Faculty, Administrative Officers will have the responsibilities of faculty members described in Article I.B of the Faculty Bylaws. In addition, these Administrative Officers will have additional responsibilities, appropriate to their office, as described in Articles III.B, VII.B, and VII.C of the Faculty Bylaws. In all instances, these responsibilities must be in compliance with the Texas Tech University System Board of Regents' Rules and the Texas Tech University Health Sciences Center El Paso Operating Policies.

Article IX STANDING COMMITTEES

A. Appointment

Appointments to standing committees will be made by the Dean based on recommendations and nominations by the Faculty Council, Academic Council, Standing Committee Chairs, and faculty at large or as otherwise in accordance with requirements stated in Article IX.C and in accordance with federal statute, operating policies of the Texas Tech University Health Sciences Center El Paso, and the Texas Tech University System Board of Regents.

B. Procedures

Committees shall conduct their business according to written guidelines developed by the committee and approved by the Faculty or Academic Council and the Dean.

C. Standing Committees

Members of standing committees shall be drawn from the Voting Faculty of the Paul L. Foster School of Medicine. Chairs of each committee will be appointed or elected as described below. Committees will maintain open communication with the appropriate Administrative Officer. Committees will report to the Faculty Council or Academic Council as described below. In the event that any standing committee reporting to the Faculty Council should find itself at an impasse with the Faculty Council regarding programs or policies, the issue in question will be referred to the Academic Council. The Academic Council may make a decision about the issue in question or they may, in turn, recommend that the matter be referred to the Voting Faculty for a vote if necessary.

1. Committee on Medical School Admissions

a. Membership: Members shall be appointed for three (3)-year terms with one-third (1/3) of the committee being selected each year. Faculty may serve two (2) consecutive three (3)-year terms, but six (6) years of consecutive service must be followed by a minimum of a (1) one-year absence from the committee before faculty members will be eligible to serve another term. The committee will include a physician representative from the community who holds a current faculty appointment to be elected by the El Paso County Medical Society. The Associate Dean for Admissions and the Director of Admissions will serve as ex-officio (non-voting) members of the Committee.

b. Leadership: This committee will report to the Faculty Council. The chair will be elected from the committee membership on an annual basis.

c. Charge: The Committee shall have full authority to select members of the medical school entering class based on the screening assessments and interview evaluation reports and to fill vacancies that may occur in any of the medical school classes. A list of recommended candidates to be offered positions through the Texas Medical and Dental School Application Service (TMDSAS) matching process will be prepared based on a ranking determined following deliberations by the Committee. The Committee also shall have the responsibility to review the requirements for admission and, if necessary, to recommend revisions to the faculty.

2. Committee on Curriculum and Educational Policy

a. Membership: The membership of this committee will be broadly representative of the faculty responsible for and participating in the Doctor of Medicine degree program. Membership will include two (2) College Masters, to include one (1) basic scientist and one (1) clinician, who are each appointed for a four (4)-year term. In addition to the above, membership will include four (4) members from the basic sciences faculty and four (4) members from the clinical sciences faculty appointed for four (4) year terms on a rotating basis. Candidates for these 'at-large' positions are to be recommended by the Associate Dean for Medical Education and appointed by the Dean for staggered four (4)-year terms. Terms may be renewed by recommendation of the Associate Dean for Medical Education and appointment of the Dean; however, 'at-large' members may be appointed for no more than two (2) consecutive terms, after which they are ineligible to serve for four (4) years. Candidates for these positions should demonstrate an ongoing interest in medical education. Ex-officio, non-voting members will include: the Associate Director of the Library, the Director of Information Technology or designee, the Director of Assessment and Evaluation, the Assistant Deans for Medical Education, the Associate Dean for Student Affairs, the Dean or Dean's designee, and two (2) student

representatives from each of the four (4) classes. The student representatives will be designated by and from the Student Curriculum and Evaluation Committee, the members of which are elected or re-affirmed annually by each class.

b. Leadership: This committee will report to the Faculty Council. The Curriculum Committee is chaired by the Associate Dean for Medical Education.

c. Charge: The Committee on Curriculum and Educational Policy is charged with planning, coordinating, reviewing, and evaluating the curriculum to ensure that it adheres to the written educational policies, goals, and objectives of the Paul L. Foster School of Medicine. Further, the Committee shall have full authority to make changes in educational policy or in the organization of the curriculum with the concurrence of the Dean and with comment and input from the Faculty Council. The Faculty of the Paul L. Foster School of Medicine has the responsibility to define course objectives, create and deliver content to meet those objectives, and modify their activities in response to appropriate feedback from peers and students. The Committee will provide updates on its activities at least twice a year to the Faculty Council. In order to accomplish the mission of the Committee, the Chair may appoint subcommittees that may include members who are not members of the Committee. It shall be the responsibility of the Committee to coordinate the activities and reports of these subcommittees. In addition, the Committee receives reports from the Committee on Evaluation of Educational Programs.

3. Committee on Evaluation of Education Programs

a. Membership: The membership of this committee will be broadly representative of the faculty responsible for and participating in the Doctor of Medicine degree program, and will include an equal number of physician and non-physician faculty members with at least three (3) of each. In addition, the membership will include two (2) of the College Masters not currently serving on the Curriculum and Educational Policy Committee. Candidates for membership are to be recommended by the Associate Dean for Medical Education and appointed by the Dean for staggered four (4) year terms. Terms may be renewed by the Dean upon recommendation of the Associate Dean for Medical Education; however, members may be appointed for no more than two (2) consecutive terms, after which they are ineligible to serve for four (4) years. Candidate for these positions should demonstrate interest in medical education. Ex-Officio, non-voting members of the committee will include the Associate Dean for Medical Education, the Assistant Deans for Medical Education, and the Director of Institutional Policy and Effectiveness.

b. Leadership: The Committee on Evaluation will report to the Faculty Council. The committee shall be chaired by the Director of Assessment and Evaluation.

c. Charge: The Committee's primary function will be to provide oversight on the design, methods, collection, and interpretation of all data (quantitative and qualitative) that is used to assess the quality of the educational programs of the school. The roles of the committee will include the following:

- Review of the school's undergraduate medical education evaluation systems and processed on a regular basis, including the content and structure of testing materials, student performance, validity and reproducibility of evaluations, evaluation feedback, and correlation of course content and evaluations.
- Evaluation of the curriculum in the context of student performance and provide feedback to the Dean and the Curriculum and Educational Policy Committee about the effectiveness of the curriculum.
- Identify problems in student performance, pedagogy, or evaluation that might require prompt modification or remediation.

4. Committee on Student Grading and Promotion

a. Membership: Committee members will be drawn from academic units with teaching responsibilities in the undergraduate medical curriculum.

b. Leadership: This committee will report to the Faculty Council. Members will elect a chair annually.

c. Charge: The Committee shall have the responsibility to receive reports of grades and other performance evaluations of students, to evaluate those reports, to make decisions regarding promotions of those students whose performance is deemed satisfactory, and to direct remediation or dismissal of those students whose performance is deemed unsatisfactory. In order to accomplish the mission of the Committee, the Chair may appoint subcommittees as needed, and it shall be the responsibility of the Committee to coordinate the activities and reports of these subcommittees.

5. Committee on Graduate Medical Education (GMEC)

a. Membership: Membership shall be comprised of all residency program directors, the HIPAA Compliance Officer, the Senior Director for Quality Assurance/Health and Safety, and residents, as elected by their peers. The Senior Director for GME and the Assistant Director for GME shall serve as *ex officio* (non-voting) members of the Committee.

b. Leadership: This committee will report to the Faculty Council. The Associate Dean for Graduate Medical Education will serve as chair.

c. Charge: The Committee will establish and implement policies and procedures regarding the quality of education and the work environment for the residents in all programs. These policies and procedures will include: stipends and position

allocation; resident duty hours and resident supervision; communication with medical staff; curriculum and evaluation; resident status; oversight of program accreditation; program changes; management of institutional accreditation, experimentation and innovation; oversight of program reductions and closures; and vendor interactions. The Committee will abide by the specific institutional requirements of the Accreditation Council for Graduate Medical Education (ACGME).

6. Committee on Student Affairs

a. Membership: Committee members shall include both faculty members and students. Three (3) members will be drawn from the Department of Medical Education (one [1] College Master and two [2] other educators either clinical or basic science) and two (2) additional representatives will be drawn from the clinical departments (one must be a psychiatrist or psychologist). A student representative from each class will be selected by the Associate Dean for Student Affairs. The committee may select additional ex-officio faculty or student members.

b. Leadership: This committee will report to the Faculty Council. The Associate Dean for Student Affairs shall serve as the chair of the committee.

c. Charge: The committee shall be responsible for reviewing and recommending policies and programs regarding student affairs to the Dean of the Paul L. Foster School of Medicine and implementing and evaluating various aspects of the student campus life supportive of the academic enterprise.

7. Committee on Continuing Medical Education

a. Membership: The Committee shall have representatives from each academic unit nominated by respective department chairs and from community organizations concerned with the ongoing education of physicians and other health professionals in accordance with the procedures of the Office of Continuing Medical Education. Members will serve two (2)-year terms, with half (1/2) of the members being replaced each year. The Director of CME and another person designated by the Dean shall serve as ex-officio, non-voting members.

b. Leadership: This committee will report to the Faculty Council. The Committee shall elect a chair annually.

c. Charge: The Committee shall act as a liaison between the Paul L. Foster School of Medicine and other organizations throughout the community and state in the planning and implementation of such programs. The Committee shall develop policies to assure ACCME accreditation of the continuing medical education program of the Paul L. Foster School of Medicine.

8. Committee on Faculty Appointments, Promotion, Tenure and Comprehensive Performance Appraisal (CFAPTA)

a. Membership: All committee members shall have the rank of Professor or Associate Professor. In addition, committee membership will include one (1) junior faculty member at the rank of assistant professor or instructor. Members shall serve three 3-year terms with one-third (1/3) of members being replaced each year.

b. Leadership: This committee will report to the Academic Council. The Chair of the committee shall be the Associate Dean for Faculty Affairs.

c. Charge: The Committee shall review those application materials that have been forwarded to it on behalf of faculty candidates who are under consideration for initial faculty appointment, promotion in rank, granting of tenure, or continuation of appointment associated with comprehensive performance evaluation as mandated by state requirement and institutional guidelines. The Committee will recommend action and forward those recommendations to the Dean and for review, recommendation, and transmittal for final action to the President of the Texas Tech University Health Sciences Center El Paso and the Texas Tech University System Board of Regents. Department Chairs must recuse themselves from discussions and voting on appointments, tenure, or promotion considerations for individuals within their own academic units.

The Committee on Faculty Appointments, Promotion and Tenure, and Comprehensive Performance Appraisal (CFAPTA) shall serve as a medical committee as defined by the Texas Health and Safety Code §161.031 and is authorized by the Texas Tech University System Board of Regents to evaluate the qualifications of all faculty, to include faculty appointments, tenure and promotion reviews, and comprehensive performance evaluations. Members of the CFAPTA committee shall act as members of a medical committee when performing functions or responsibilities of the committee.

9. Committee on Libraries and Educational Resources

a. Membership: Committee shall have medical student, graduate student (if applicable), and resident physician representation. Committee members will be asked to serve for three (3) years, with one-third (1/3) of members being replaced each year. In addition to faculty, the *Ad hoc* members may be appointed at the discretion of the committee. Because the Montes Gallo Library of the Health Sciences is a HSC entity, *ex officio* (non-voting) members of the committee shall include the Executive Director of TTUHSC El Paso Libraries and the Associate Director of the Montes Gallo Library. Also, the Chair will establish a liaison with the Lubbock and Amarillo School of Medicine library chairs, and minutes of committee meetings will be shared with them.

b. Leadership: This committee will report to the Faculty Council. The Chair of the Committee shall be elected by the committee from among the faculty representatives.

c. Charge: The charge of this committee is to advise the Academic Council and/or Faculty Council and the Dean of the Paul L. Foster School of Medicine on matters pertaining to the general policies affecting the Library, including such matters as needs (acquisitions and deletions), plans, budget, function and operations. The Committee will review the utilization of library holdings and educational resources. It will provide advice concerning such matters as acquisitions, operations, and emerging educational technologies and will make recommendations to the Executive Director of Libraries.

10. Committee for Human Research Review (Institutional Review Board)

a. Membership: In addition to faculty, the Committee shall have members of the community as specified to fulfill the requirements of the United States Department of Health and Human Services for the conduct of research involving human subjects.

b. Leadership: This committee will report to the Academic Council.

c. Charge: The Committee shall review and approve or disapprove all research performed on or involving human subjects that is conducted by members of the Faculty of the Paul L. Foster School of Medicine or other researchers in the facilities of the Texas Tech University Health Sciences Center El Paso, Paul L. Foster School of Medicine or other properly designated facilities. The responsibilities of the Committee include:

- a. Protection of the rights and welfare of the individuals involved.
- b. Determination of the appropriateness of methods employed to obtain informed consent.
- c. Determination of the risks and potential medical benefits of the investigation.

Proceedings of the Committee will be conducted in compliance with regulations of DHHS. Reports to DHHS and its component organizations will be filed in a timely fashion and in compliance with regulations.

11. Committee on Clinical Affairs

a. Membership: The Committee shall consist of members of the Paul L. Foster School of Medicine Voting Faculty, to include one representative from each department. All members from clinical departments must be active clinicians.

Committee members will serve staggered three (3)-year terms. An individual may be elected to only one (1) additional three (3)-year term. The director of MPIP and the Associate Dean for Finance and Administration will be ex-officio (non-voting) members.

b. Leadership: This committee will report to the Faculty Council. The Associate Dean of Clinical Affairs will be the chair of the committee.

c. Charge: This committee will serve as a communication body between the Faculty Council and the Medical Practice Income Plan (MPIP) Policy Committee regarding the management and operation of the Paul L. Foster School of Medicine clinics. The committee will receive semi-annual reports regarding the Medical Practice Income Plan and Texas Tech University Health Sciences Center El Paso Ambulatory Clinics. The committee will also provide feedback to the Dean and the Faculty Council regarding the clinical activities of the faculty in all clinical settings as related to the overall institutional mission, including the integration of clinical education and clinical research.

12. Committee on Diversity

a. Membership: Membership will include faculty from the biomedical and clinical departments, professional staff, and students. The members will be appointed for three (3)-year terms with one-third (1/3) of members replaced each year.

b. Leadership: This committee will report to the Faculty Council. The Committee will elect a chair annually.

c. Charge: The purpose of this committee is to ensure the continued promotion of diversity and cultural competence throughout the medical school through advisory activities to various campus groups as well as the sponsorship of workshops, lectures and seminars which focus on issues related to gender, race and cultural equity and awareness in professional education as well as patient care.

13. Research Committee

a. Membership: The Committee shall have one (1) representative of the Voting Faculty from each academic unit (department, center, or institute) and a representative from the Division of Biostatistics in the Department of Biomedical Sciences. Members shall serve three (3)-year terms, with one-third (1/3) of members being replaced each year.

b. Leadership: This committee will report to the Faculty Council. The Associate Dean of Research shall serve as the chair of the committee.

c. Charge: The purposes of this committee are to: 1) advise the Dean or the Dean's designee on strategic planning for research and enhancement of research

collaborations with other higher education institutions locally and nationally; 2) recommend and/or advise the Dean or the Dean's designee on research matters affecting the Paul L. Foster School of Medicine; 3) advise the Dean or the Dean's designee on Seed Grant and/or Bridge Grant programs; 4) advise the Dean or the Dean's designee on formulation, coordination, and revision of general research policies and procedures; 5) collaborate with Faculty Development to develop a program to enhance the faculty's grantsmanship; and 6) develop mechanisms to foster interest in research.

14. Faculty Grievance and Hearing Committee

a. Membership: This committee will be composed of twenty (20) members consisting of seventeen (17) senior-level faculty members at the rank of Associate Professor or higher and three (3) junior faculty members at the rank of Assistant Professor. Committee members must have been affiliated with Texas Tech University Health Sciences Center El Paso for at least five (5) years and will serve staggered terms of three (3) years. All appointments to the committee will be made by the Dean. Recommendations for appointment of half (1/2) of the members shall be made by the Faculty Council and recommendations for the other half (1/2) shall be made by the Academic Council.

b. Leadership: The Faculty Grievance and Hearing Committee will report to the Dean. The committee shall have a Chair and a Chair-Elect. The committee will meet at the beginning of each academic year to elect a new Chair-Elect and to review and orient new members on its charge and the procedures to be used in hearings.

c. Charge: This committee is charged with seeking resolution of grievances brought under the Paul L. Foster School of Medicine Faculty Grievance Policy not covered under the TTUHSC EP Tenure and Promotion Policy, the Medical Practice Income Plan Bylaws, or the TTUHSC El Paso Operating Policies and Procedures. The committee is also charged with conducting hearings for cases of dismissal of tenured faculty during their term of appointment as described in TTUHSC EP OP 60.01. The committee members will serve as the pool from which hearing and grievance panel members will be drawn.

D. Committees appointed for special purposes (*ad hoc* committees)

The Dean, Dean's Council, Faculty Council, or Academic Council may create an *ad hoc* committee deemed necessary to assist in the administration of the Paul L. Foster School of Medicine. Membership, terms of service, and charge for these committees are at the pleasure of the Dean or appointing body.

Committees that may be appointed for special purposes must have written guidelines concerning appointment to the committee, responsibilities of the committee, and duration and terms of service.

Article X RATIFICATION

These bylaws shall be enacted immediately upon ratification by a majority of the Voting Faculty who cast votes and the Dean and with the concurrence of the President of the Texas Tech University Health Sciences Center El Paso, the Chancellor, and the Texas Tech University System Board of Regents.

Article XI PUBLICATION

These Bylaws shall be reviewed on an annual basis by an *ad hoc* committee appointed by the Dean. The results of that review shall be an agenda item on the regularly scheduled quarterly Faculty Council meeting. A copy of the current bylaws shall be placed in the Faculty Handbook and shall be maintained on the web site of the Paul L. Foster School of Medicine.

Article XII AMENDMENT

Bylaws amendments may be proposed by any one of the following:

1. Proposal by the Dean of the Paul L. Foster School of Medicine
2. Proposal by the Faculty Council
3. Proposal by petition of five (5) percent of the Voting Faculty

When an amendment is proposed, the Faculty Council shall refer the proposal to the *ad hoc* Bylaws Review Committee for review and revision of the proposal and to ensure compliance with rules and policies of the Texas Tech University System Board of Regents, Texas Tech University Health Sciences Center El Paso, and Paul L. Foster School of Medicine. The Committee shall report its recommendations to the Faculty Council. The Faculty Council will accept, reject, or make modifications to the proposed amendment. After Faculty Council acceptance, the proposed amendment shall be distributed to all members of the Voting Faculty for their review and comment, prior to the next regular or called meeting of the Faculty Council. The proposed amendment and comments shall be discussed at that meeting. Permissible actions by a majority vote of the Faculty Council are to: 1) approve, 2) modify and resubmit to the Voting Faculty within one week or 3) Send back to the *ad hoc* Committee. The Voting Faculty may again review the amendment and submit comments to the Faculty Council. At the next Faculty Council meeting, comments and feedback will be considered and the final proposed amendment will be voted on by the Faculty Council. Amendments to the bylaws shall be subject to final approval by the Paul L. Foster School of Medicine Dean and the TTUHSC El Paso President.